



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	133H	General Placement Provisions	2/23/2005
Subchapter:	5	Tuition Program	
Section	5	Initial application process (N.J.A.C. 10:133H-5.5)	

§10:133H-5.5 Initial application process

(a) Each Tuition Program applicant shall submit to the U.S. Department of Education a completed Free Application for Federal Student Aid, which can be obtained at www.fafsa.ed.gov, a local library, any college, university or county vocational school.

(b) Each Tuition Program applicant shall obtain a Tuition Program Application from:

1. The Department website at www.state.nj.us/humanservices; or
2. Department of Human Services

Division of Youth and Family Services

Tuition Program

PO Box 717

Trenton, New Jersey 08625-0717

(c) Application procedures are as follows:

1. In order to apply for Tuition Program eligibility, the student must complete a Tuition Program Application, the requirements of which are described in N.J.A.C. 10:133H-5.4, and submit it to the Department.

2. The applicant shall also provide the following:

- i. Acceptable proof of high school diploma or certificate of high school equivalency. Such proof may be a photocopy of the diploma or certification, a notarized letter from the institution which issued the diploma or certification attesting to the Tuition Program applicant's receipt of such diploma or certification or other reliable documentation;

- ii. Two letters of support from an adult involved in the Tuition Program applicant's life who can attest to his or her suitability for the Program. Such letter may be from a foster parent, teacher,

mentor, community service provider, clergy, DYFS caseworker, or other similar adult; and

iii. An essay written by the Tuition Program applicant on the subject: "How the Tuition Program Will Help Achieve My Personal Educational Goals."

(d) The date of the application shall be the date the Department receives the application.

(e) Deadline dates for the Tuition Program Application shall be established annually by the Department to comply with the State's fiscal year, Federal grant timelines and to allow for academic term expenditure control, and can be obtained from:

-End-